



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: May 13, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, May 27, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV (2 pos)      Investigator (Northern)  
Bureau of Investigations & Compliance  
Office of Finance & Administration  
Schaumburg

Attachments  
40954

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Friday, May 27, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager IV (2 positions)

**Salary Range:** \$4,915 - \$8,975

**Position Title:** Investigator (Northern)

**Union Position:** ☐ Yes ☒ No

**Position Number:** PW414-23-40-901-10-01

**IPR#:** 40954

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#### Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Investigations & Compliance/201 West Center Court, Schaumburg, IL

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#### Description Of Duties:

Under the direct supervision of the Investigations Coordination Manager, this position is accountable for conducting confidential, preliminary investigations of wrongdoing and providing investigatory assistance to law enforcement as directed.

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#### Special Qualifications:

***The following criteria is required:***

- Valid driver's license
- Statewide travel on short notice which may require overnight stays

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in criminology or business, or certificate from a state-approved basic police training institute
- Knowledge and experience of at least three years with administrative and/or criminal investigations
- Ability to conduct confidential interview and analyze allegations of wrongdoing
- Ability to maintain confidential records and database
- Knowledge of financial processes and worker's compensation regulations and laws
- Strong oral and written communication skills & ability to make presentations

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#### Shift/Remarks:

Typically 8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	October 29, 2015	<b>POSITION:</b>	Investigator (Northern)
<b>APPROVED BY:</b>	<u>Jeff Heck</u>	<b>OFFICE/DIVISION:</b>	Office of Quality Compliance and Review
<b>CODE:</b>	PW414-23-90-203-10-01	<b>REPORTS TO:</b>	Investigations Coordination Manager

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***Position Purpose***

This position is accountable for conducting confidential, preliminary investigations of wrongdoing and providing investigatory assistance to law enforcement as directed in an assigned geographical region.

***Dimensions***

Department-wide Operating Budget	\$500 Million Annually
Department-wide Non-Operating Budget	\$4.5 Billion Annually

***Nature and Scope***

This position reports to the Investigations Coordination Manager as does the Investigator (Southern).

Within the guidelines set by the Secretary of Transportation, the Office of Quality Compliance and Review (OQCR) assists in developing and directing programs to test the Department's compliance laws, rules and regulations as well as providing fraud deterrence and detection. Under the direction of the Section Chief of Investigations, the incumbents are accountable for conducting interviews of analyzed allegations of wrongdoing. They may also assist various law enforcement agencies during investigations, in an effort to primarily expedite the gathering of information.

A major challenge in this position is to perform, at the request of the Investigations Coordination Manager and the Section Chief of Investigations, accurate, confidential and timely preliminary investigations into allegations of wrongdoing to determine the best and appropriate action necessary to properly address concerns. A typical problem involves meeting this challenge on a timely basis and remaining as confidential as possible.

The incumbents serve as key resources, through the Investigations Coordination Manager, on matters concerning departmental preliminary investigations into allegations of wrongdoing. They assist in ensuring continued updating and development of the Office's confidential database. In conjunction with the Director, Bureau Chief of Fiscal Integrity and Investigations, the Section Chief of Investigations and the Investigations Coordination Manager, the incumbents assist in the production of the annual *Ethics in the Workplace* seminar. The incumbents are accountable for maintaining confidential, accurate and reliable records that may be used by law enforcement for appropriate actions. The incumbents may also assist in special studies as required.

This position is constrained by state and federal statutes as well as departmental policies and regulations in carrying out functions. In addition, incumbents apprise the Investigations Coordination Manager on a continuing basis of progress towards meeting the agreed upon objectives within the constraints of the approved budget and operating plan. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

Significant internal contacts are the Office of Finance and Administration's Bureaus of: Information Processing, Budget and Fiscal Management and Business Services; the Labor Relations Section; the Division of Highways; and the Office of Chief Counsel. External contacts include the state and federal law enforcement agencies, FHWA, contractors, other state agencies, local government officials, private entities and the general public. The ability to travel within the state on short notice is required.

The effectiveness of this position can be measured by the continued enhancement of the department's fraud detection and deterrence program along with the timeliness of investigating, reporting, documenting and resolving allegations of wrongdoing.

***Principal Accountabilities***

1. Serves as the key resources for OQCR and the department on matters concerning departmental preliminary investigations into allegations of wrongdoing.
2. Assists in continued updating and development of the office's confidential data maintenance.
3. Provides assistance in the development and presentation of the annual *Ethics in the Workplace* Seminar.
4. Ensures timely and confidential preliminary investigations into allegations of wrongdoing.
5. Assists in special studies as required. Performs other duties as required.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.